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Approved by
the Select Board on:

9/14/2020

Minutes

Town of Belmont

Select Board

Virtual Meeting on Zoom

Wednesday, September 2nd, 2020

8:00am

CALL TO ORDER

A meeting of the Select Board was called to order at 8:00am by Chair Roy Epstein. Vice Chair Tom Caputo and Select Board member Adam Dash were present. Town Administrator Patrice Garvin and Human Resources Director Jessica Porter.

ACTION BY CONSENT

Town Administrator Review

Epstein explained that the Select Board members had independently filled out an assessment of Garvin's performance over the last year, and that Garvin had filled out a self-assessment. Porter explained that the assessments had been compiled and averaged. The assessments over the course of Garvin's three-year term would be factored into her contract renewal negotiations in January. Caputo pointed out that normally those negotiations would include a merit increase in salary, but Garvin had already recommended that she not be given a merit increase, due to the financial constraints of the Town. Porter noted that the consolidated assessment would be public and available by request on the Town website if a resident wanted to look at the document in further detail.

Porter gave a summary of the consolidated assessment. Garvin's overall average was a 4.37 out of 5. The categories Garvin was assessed on were personal characteristics, professionalism, public relations and communications, Select Board support and relations, community leadership, organizational leadership and personnel management, financial management, and planning and organization. The ratings were consistent amongst the categories and Select Board members. The group agreed that Porter would go over the categories in short and any additional Select Board comment would be added throughout.

Personal Characteristics: There were five sub-questions and all of the ratings were either a 4 or a 5.

Professionalism: The average was a four, with some sub-questions scored at a 3, and most scored with a 5.

Public Relations and Communications: Some of the sub-questions were not applicable to Garvin's work, such as providing Facebook updates to the public. There were some scores of 2 and 3, likely due to confusion amongst the Select Board.

Select Board Support and Relations: All of the sub-questions for the category were scored with a 4 or a 5.

Community Leadership: The average for the category was around 4, with some sub-questions scored at a 3, and some scored at a 5.

Organizational Leadership and Professional Management: The category was scored with mostly 4s and 5s, with a few 3s.

Financial Management: This category was scored with 4s and 5s.

Planning and Organization: The category was scored with mostly 4s and 5s.

Overall rating: The overall rating listed on the consolidated document was the average of all of the category averages. Each Select Board member had given an overall rating, as well. One member gave a rating of 4 and two members gave Garvin a 5 overall.

Porter read the comments given by each of the Select Board members to accompany the overall score they had given Garvin. The comments commended Garvin for her dedication to the Town, resourcefulness, and honesty. The comments also noted that Garvin's areas to improve were in interpersonal relationships, use of social media and the Town's website, diplomacy in responding to some resident concerns, and in the relationship with the School Department and School Committee.

Further discussion

Porter read out the goals that had been set coming into the current review period, which were: finance and budget, operations and service delivery, open and transparent government, public communication, economic development, and personal and professional growth.

Some discussion ensued between Select Board members about the objectives for the review period. The group discussed adding to communications with the public through website improvement and social media. Garvin agreed and expressed the importance of having open communication with the individual Select Board members on contentious matters.

Porter said she would use the same goals from the previous year, with a modification to the professional development goal and to add details to the communication piece. The Select Board members suggested that the dual budget challenges be added to the finance goal for the upcoming year and the language of "Facebook" under communications be altered to a more generally increased social media presence. The group agreed Porter would bring a draft of the proposed changes to the list of goals to a later Select Board meeting for approval.

The Select Board members acknowledged the hard work and dedication of Garvin and the Town staff and department heads around her.

ADJOURNMENT

The meeting was adjourned at 8:42am. (Vote passed 3-0)



Respectfully Submitted,

PATRICE GARVIN, Town Administrator